DOCUMENT RESUME

ED 280 944 CE 046 621

TITLE	Active Job Placement in an Isolated Community. Final Report, from October 31, 1985 to June 30, 1986.
INSTITUTION	Florida Keys Community Coll., Key West.
SPONS AGENCY	Florida State Dept. of Education, Tallahassee. Div. of Vocational, Adult, and Community Education.
PUB DATE	30 Jun 86
NOTE	36p.
PUB TYPE	Reports - Descriptive (141)
EDRS PRICE	MF01/PC02 Plus Postage.
DESCRIPTORS	*Community Colleges; Employment Potential; *Employment Services; *Job Placement; *Job Search Methods; Nontraditional Students; Program Development; *Rural Areas; School Business Relationship; Two Year Colleges; *Vocational Education

ABSTRACT

Florida Keys Community College (FKCC) undertook a project to expand and improve job placement services to increase the overall placement rate for Associate of Science program graduates. The size, minimal available resources, and isolated location of FKCC contributed to its graduates' difficulties with job search. Objectives were accomplished through: (1) the production and distribution of a brochure for employers that promoted the hiring of FKCC's vocational technical graduates and disseminated information regarding graduates' skills, (2) offering of an employability skills course, (3) a job fair, and (4) increased communication with advisors and counselors regarding nontraditional students. The employer brochure, job fair, and increased communication were successful. The employability skills course was not well received by the study body. (Appendixes include the brochure, job fair materials, and exit interview and academic advisory evaluation for applicants for graduation.) (YLB)

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ED280944

Final Report

Project No. DVE 442-15260-6-2G72

From October 31, 1985 to June 30, 1986

Active Job Placement in an Isolated Community

Florida Keys Community College
5901 West Junior College Road
Key West, Florida 33040

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Project Director
Patti Anderson

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Acknowledgments

Jane P. Cartwright, Coordinator of Placement and Special Support Services, and her assistant, Trish Ginsburg are acknowledged as having carried out the major objectives of the project. Their enthusiasm and organizational skills in the production of a brochure, the job fair and working with faculty was greatly appreciated by the administration of Florida Keys Community College.

Abstract of the Final Report

Title of Project:	Active Job Placement in an Isolated Community
Organization:	Florida Keys Community College
Project Director:	Patti Anderson
Expenditures:	$3,199.95
Duration of Project:	October 31, 1985 - June 30, 1986

Problem

Florida Keys Community College (FKCC) has several vocational/technical programs producing quality graduates in various fields. Due to its size, FKCC has had minimal resources available for job placement services. Additionally the isolated location of the college contributes to the graduates' difficulty with job search.

Objectives

The major objective was to expand and improve job placement services in order to increase the overall placement rate for Associate of Science Program graduates.

Procedures

Objectives were to be accomplished through the production and distribution of a brochure for employers; offering of an Employability Skills course; a Job Fair; and, increased communication with advisors and counselors regarding non-traditional students.

Results and Potential Utilization

The employer brochure, job fair and increased communication were successful. The employability skills course was not well received by the student body. Possible reasons are contained in the body of this report.

Although we cannot yet ascertain the impact on the placement rate of 1985-86 graduates, the overall rate continues to increase. The 1982-83 rate was 48 percent and the 1983-84 was 85 percent. The recently compiled 1984-85 placement rate was 88 percent. These improvements are contributable to the activities supported by this project over the past two years.

Results of the project will be shared through the Florida Association of Community Colleges Student Development Commission and the Council of Student Affairs. The State-required Placement and Follow Up report is disseminated on campus.

Introduction

Florida Keys Community College is located in Key West, Florida--an island approximately 150 miles south of Miami. This geographically isolated location, combined with an inability to devote sufficient dollars to placement services, has resulted in a lack of adequate assistance for vocational education graduates. This project is a continuation of efforts begun during 1984-85 to offer increased services including a job fair, employability skills course, employer brochure and improved communication on campus regarding non-traditional careers.

Methodology

The objectives of the project were accomplished utilizing four strategies, all with the ultimate goal of increasing placement services and rates.

1. Employer Brochure

A brochure was produced and mailed to 140 employers. (See Appendix 1) The primary objective of the brochure was to promote hiring of FKCC'S vocational technical graduates, and disseminate information regarding those graduates' skills. The brochure was written with the intent of reducing bias and stereotyping on the basis of sex, age, race, national origin, and disadvantaged or handicapped condition. Care was taken to include minorities and non-traditional students in photos. In addition to the employer mailing, the brochure was distributed at the Job Fair.

2. Annual Job Fair

The first annual job fair was held in February, 1986 with booths manned by 23 employers. (See Appendix 2, 3). Faculty input as to employers was solicited (See Appendix 4). The Fair was advertised on campus through articles in the student newsletter (Appendix 5) and posters (Appendix 6). Faculty were asked to bring their classes to the fair. Students were given a packet of material including a list of suggested questions to ask employers, note paper, a College brochure, a welcoming letter and an evaluation form. Employers also completed an evaluation form (Appendixes 7, 8, 9, 10, 11, 12)

3. Employability Skills Course

A one-credit hour employability skills course, entitled Job Orientation, developed last year was offered during Terms II (Spring), II-Mini term (Feb./April) and III-B (July/August). There were insufficient students to hold the course each term. For the mini term, the course was renamed "Job Seeking Skills" in an effort to provide a better description of content. A mailing was done to all students expressing need and the course was advertised in the student newsletter (Appendix 13, 14).

4. Increased Communication

Several efforts were made to increase awareness of the project goals and objectives on campus, particularly with counselors and

faculty advisors. Job placement services were discussed in Student Services Staff Meetings. A workshop for faculty entitled "Problems and Issues Facing Educators of Underprepared Students" included discussions of non-traditional students. Additionally the Placement coordinator met with faculty advisors to discuss placement services, the Job Fair and assistance in following up on graduates. The reduction of bias and stereotyping in career counseling was discussed with all groups. The Dean of Student Services provided information from exit interviews regarding students plans following graduation. A Job Seeking Skills Check-Down was included with the exit interview to ascertain student placement needs. The Coordinator also sent letters to all graduates inviting them to utilize placement assistance. (Appendixes 15, 16, 17)

Findings and Analysis

The outcome of the evaluations of the Job Fair were favorable overall. Fifteen employers returned evaluations with the following results. (refer to Appendix 12 for complete Employer Evaluation)

	Yes	No	Too Long	Too Short	No Response
1) Sufficient notice	14	1			
Information accurate & helpful	15	0			
2) Location & Set up suitable	14	1			
3) Hours sufficient	12	0	3	0	
4) Student up to expectations	8	3			4
5) Organization handled well	15	0			
Participate next year	15	0			

6) Suggestions for improvement:

-Given verbally
-Everyone did a great job.
-More advertising in the community perhaps
-More publicity or whatever it takes to get the kids over here.
-Have it in Library or Breezeway - closer to student mainstream
-Advertise so that the response gets all over
-Give students credit for attendance. Make it mandatory
-Make fair only 2 hours, shorter time to concentrate
-Schedule a little later in the year. Increase advertising of the event. Have patience - it's the first year
-Hold the fair nearer to graduation date
-Hold at more convenient time for students during a different term

Twenty-one student evaluations were returned, with similar overall positive responses. Comments included:

-Very good and effective effort
-Need more variety of careers (5 similar responses)
-More Miami (out-of-town) employers (3 responses)
-I really enjoyed it

In analyzing the Job Fair, it was concluded next year's fair should include more out of town employers, be held closer to graduation and advertising should be strengthened. More attempts should be made to schedule classes into the fair through faculty.

Exit interview results from 117 graduates indicated an overall positive response to the question "My advisor explained employment opportunities in my field or referred me to someone who could assist me." Results of responses were: .51 (43%) Strongly agree, 41 (35%) agree, 16 (14%) undecided and 3 (2%) Disagree. Almost all students provided a permanent address through which they could be located within a year. This has been the single most effective factor in locating graduates to report placement.

Placement data was improved from previous years. Of 121 graduates (95%) were located. Appendix 18 details the placement status of 1984-85 graduates, with an overall placement rate of 88% comparing with 48% in 1982-83 and 85% in 1983-84, this represents a continuing improvement.

Conclusions and Recommendations

The impact of the project has had an overall positive effect on placement rates as evidenced by recent placement statistics. The combination of activities seem to complement each other.

Evaluation of the Job Fair shows a need for improvement in some areas, but the fair was well received by both students and employers. In the future more out-of-town employers will be invited, especially from South Florida. A more convenient date for the fair will be considered, perhaps closer to April graduation. The time of the fair will also be reconsidered with particular concern for student flow on campus. Instructors will be strongly encouraged to schedule entire class tours at the Fair.

The employability skills course will be presented to the Provost as a possible requirement for graduation of Associate in Science students. If that is not possible, the format will be changed to a non-credit seminar held evenings or weekends. Publicity will be intensified, particularly for vocational grant child care and transportation dollar recipients.

Efforts to locate students to collect placement data seem to have been significantly improved and will be continued.

It is recommended consideration be given to strengthening the college's cooperative education program to ultimately assist with graduate placement. Publicity for the program is minimal at this time.

WE'RE RIGHT FOR THE JOB!!

FLORIDA KEYS COMMUNITY COLLEGE VOCATIONAL-TECHNICAL TRAINEES

5901 WEST JUNIOR COLLEGE ROAD
KEY WEST, FL 33040
(305) 296-9081

FKCC
FLORIDA KEYS COMMUNITY COLLEGE

5901 West Junior College Road
Key West, FL 33040

Non Profit
Organization
PAID
Permit
#81
Key West,
FL 33040

WHO ARE WE?

We are graduates of Florida Keys College's Associate in Science Degree programs. We are men and women, ages 16-85, representing every nationality, race, economic and social group. Many of us are just completing our first college experience and others are graduating for the second or third time. We are single parents, military retirees and homemakers with grown families who are now ready to begin our own careers. Some of us have limited knowledge of the work place while others have accumulated years of experience. Our skills, talents and abilities are as diverse as we are. We are ambitious and ready to make our mark by renewing and advancing through vocational education. You need us in your workplace!

WHAT HAVE WE ACCOMPLISHED?

THE ASSOCIATE IN SCIENCE DEGREE:

Florida Keys Community College's two year degree programs are designed by vocational educators and occupational leaders — people like you who know what it takes to succeed. Graduates of these challenging Vocational Education Programs have achieved well-rounded educations and specialized skills in the following areas:

Computer Technology; computer programmers, systems analysts, and related careers

Electronic Technology; marine electronics, communication and microwave technicians

Financial Management; careers in commercial banks, credit unions, and other related institutions

General Business; preparation for a wide variety of business situations

Marine Propulsion; technicians skilled in all phases of marine servicing

Nursing; registered nurses (*special requirements for program admission)

Police Administration; preparation for various positions within law enforcement agencies

Secretarial Science; a range of business careers covering the executive, legal and medical fields

Small Business Management; individuals trained to own and operate their own businesses

WHY SHOULD WE BE WORKING FOR YOU?

Florida Keys Community College graduates are . . .

Competent, serious and self-motivated

Academically prepared

Trained in marketable skills

Today's competitive marketplace demands personnel highly skilled in the services vital to contemporary business.

Florida Keys Community College's trained workers will enhance your workplace. Our Vocational Education Programs represent the future in action today!

FKCC
FLORIDA KEYS
COMMUNITY
COLLEGE

See us today...
Have a better tomorrow.

Florida Keys Community College is an equal opportunity/equal access/affirmative action institution and complies with the Florida Educational Equity Act.

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FKCC
FLORIDA KEYS
COMMUNITY
COLLEGE

5901 West Junior College Road
Key West, FL 33040

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#81
Key West,
FL 33040

JOB FAIR
EMPLOYER PARTICIPANTS

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1500 REYNOLDS ST.
KEY WEST

DEPOO HOSPITAL
JUNE PEREZ
1200 KENNEDY DR.
KEY WEST

FLA. KEYS MEMORIAL HOSP.
DR. TOM PUROFF
5900 W. JR. COLLEGE RD.
KEY WEST

HAWKS CAY RESORT
JANE SAMMONS
M.M. 62
MARATHON

JOB SERVICE
MARYANN CAUSLEY
3122 FLAGLER AVE.
KEY WEST

J.T.P.A.
BARBARA ARTER
#1 KEY LIME SQUARE
KEY WEST

KEY WEST ALOE
AMANDA KAESAR
524 FRONT ST.
KEY WEST

KEY WEST CHEMICAL CO.
MRS. FERNANDEZ
909 SIMONTON ST.
KEY WEST

K.W. CONVALESCENT CTR.
ELLIE CHAPMAN
5860 W. JR. COLLEGE RD.
KEY WEST

MARATHON MANOR
DENYCE BENSEN
320 SOMBRERO BCH. RD.
MARATHON

MARC/CSU
SUSAN HORN-QUARBERG
11399 OVERSEAS HWY.
MARATHON

McDONALD'S
BOB PORTER
3704 N. ROOSEVELT BLVD.
KEY WEST

McDONALD'S--BOCA CHICA
MIKE HALL
BLDG. 350, NAS
BOCA CHICA, K.W.

MONROE CO. PERSONNEL
PAULA RODRIGUEZ
PUBLIC WORKS BLDG.
STOCK ISLAND, K.W.

MO. CO. SHERIFF'S DEPT.
JOE SUBIC
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CHRISTA BRUETT
#1 DUVAL ST
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RADIO SHACK
LORA DUPRE
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ZAYRE'S
MR. PETERSON
2928 KEY PLAZA
KEY WEST

dh
2/86

FLORIDA KEYS COMMUNITY COLLEGE
KEY WEST, FLORIDA 33040 (305) 296-9081

February 3, 1986

APPENDIX # 3

Dear Employer:

Florida Keys Community College will be holding its Annual Job Fair for Associate of Science graduates on February 26th from 2-7 p.m. You are invited to participate along with many other employers in the South Florida community.

Our students are enrolled in occupational education programs which represent an impressive variety of skills and abilities. The careers covered by the Associate of Science Degree include:

Computer Technology	Marine Propulsion Technology
Electronics Technology	Nursing Technology
Financial Management	Secretarial--Executive, Legal
General Business	and Medical Fields
Hospitality Management	Small Business Management

This Fair will provide an excellent opportunity to meet face-to-face with college students preparing to enter the job market.

The Job Fair will be held in the lobby of the Tennessee Williams Fine Arts Center on the Florida Keys Community College campus. There is ample parking available and we will be happy to assist in your set up in any way possible.

Please feel free to distribute job applications and to conduct interviews if you like. It is our hope that the contacts made at the Job Fair will result in an increased awareness of your field and enhance employment possibilities for both you and the students. You are encouraged to hand out promotional materials and to be as creative as desired in your presentation.

Please RSVP on the enclosed postcard. You will then be contacted with further information.

We look forward to your participation and thank you for your interest.

Sincerely,

Jane P. Cartwright
Coordinator of Placement
& Special Support Services

dh

ENC: Postcard

FLORIDA KEYS COMMUNITY COLLEGE
KEY WEST, FLORIDA 33040 (305) 296-9081

APPENDIX # 4

January 16, 1986

Dear Faculty:

I am in the planning stages of the JOR FAIR to be held in early March. In order to make this JOB FAIR a success for both our students and for employers who hire our students, I am asking for your help.

I am asking for your help in seeking employers that you feel would be important to include. These could be employers you know of that have hired our graduates or employers with which we should develop a relationship.

Please list the employers and "contact" people, if applicable, and return this form to me by January 23th. I know your suggestions and ideas for this project will help make it a big success.

Thanks for your assistance!

Sincerely,

Jane P. Cartwright

Jane P. Cartwright, Coordinator
Placement & Special Support Services

EMPLOYER	CONTACT PERSON
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	

PLEASE USE ADDITIONAL PAPER OR THE REVERSE SIDE OF THIS IF NECESSARY.

Coral Shores Center at Tavernier, Florida
(305) 852-8007

Marathon Center at Marathon, Florida
(305) 743-2133

****

JOB FAIR

****

ARE YOU PLANNING ON LOOKING
FOR A JOB AFTER GRADUATION????

Of course you are! But what kind of job are you going to find? Do you know which companies would be interested in your training and occupational skills?

Well....are you in luck! The RAVE Program is planning a JOB FAIR for Wednesday, February 26th from 2:00 pm to 7:00 pm. It will be held in the lobby of the Tennessee Williams Fine Arts Center and all students are invited to attend.

Employers representing a variety of fields will be sharing job information and employment opportunities. They will be handing out promotional materials and will be prepared to interview on the spot.

So, BE GOOD TO YOURSELF and take advantage of this valuable chance to meet face to face with potential employers and DISCUSS YOUR CAREER FUTURE! Members of the faculty will also be present to lend their support. Hope to see you there.

****

UNIVERSITY REPS ON CAMPUS

****

During the month of February, two university reps will be on campus to talk with interested students about various programs offered by their schools.

Wednesday, February 19th 10:30 am - Noon	St. Thomas University Ms. Maggie Castineyra
Thursday, February 27th 10:00 am	Jacksonville University Ms. Sharon Bryant

Both reps will be located in the library.

****

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FLORIDA KEYS COMMUNITY COLLEGE

presents

THE ANNUAL JOB FAIR

- ★ Meet Employers from your field
- ★ Explore other occupations
- ★ Make your skills known to Employers
- ★ Employers will be prepared to receive resumes and hold interviews

WHEN _____

TIME _____

WHERE _____

See us today. . .
Have a better tomorrow

5901 Junior College Rd. Key West, FL 33040 296-9081

Florida Keys Community College is an Equal Access/Equal Opportunity Affirmative Action Institution and complies with the Florida Educational Equity Act

JOB FAIR

10 SUGGESTED QUESTIONS TO ASK EMPLOYERS

Think about the aspects of a job which make it appealing to you. What information would you need to have in order to decide to accept a job or not? What different types of jobs fall under your area of interest?

The Job Fair is your opportunity to explore these topics with people employed in a number of occupations. They expect you to ask questions and welcome your interest. What would you like to know about a perspective job or career?

Here are a few ideas to get you started:

1. How long have you been employed as a _____?
2. When and how did you decide to enter the field or become a _____?
3. What are your main duties or responsibilities?
   Which are the hardest? Easiest?
   Which of these gives you the most satisfaction?
4. What kind of hours do you work and what are the job conditions like?
5. What are the entry-level positions in your field?
6. What is the usual way to advance in this occupation?
7. What are the usual beginning earnings? Usual average earnings?
8. Is your job or occupational area commonly found throughout the State or is it concentrated in particular areas?
9. What is the employment outlook in your field in the next few years?
   Is it growing?
10. What can I do, aside from my education here, to prepare myself to be hired for a job like yours?

dh

2/86

FLORIDA KEYS COMMUNITY COLLEGE

JOB FAIR NOTES....

APPENDIX # 9

FLORIDA KEYS

COMMUNITY COLLEGE

"The College of the Keys"

Admissions Office
Florida Keys Community College
#1 College Road
Key West, Florida 33040

Non Profit
Organization
PAID
Permit
81
Key West,
FL 33040

Florida Keys Community College Offers you...

A quality educational experience in a uniquely beautiful setting. The campus has a warm informal atmosphere where students study and socialize amid the subtropical splendor of the Florida Keys.

The main campus is located in Key West, Florida, the last in a chain of islands descending from the tip of mainland Florida. Key West is the Southernmost Point in the continental United States. FKCC's lush campus is bordered by the clear, blue-green waters of the Gulf of Mexico. Just a short distance away, across Highway U.S. 1, lie the straits of the Atlantic Ocean and the only living coral reef in the continental United States.

Florida Keys Community College's Bahamian-style campus buildings blend with Key West's distinctive and charming architecture. The campus is an ideal spot — possibly even the best in the area — from which to view the fabulous sunsets of the Florida Keys.

Many community service and non-credit continuing education activities are offered through the Office of Community Services at FKCC's Downtown Center in Key West. There are also a variety of credit courses to take for leisure, personal enrichment and career updating or exploration. The college also offers credit or non-credit courses by television throughout the Florida Keys.

Associate in Arts Degree

(A two-year degree designed to transfer to a university)

Associate in Science Degree

(a two-year degree designed for a well-rounded education as well as vocational/technical job training skills)

- Computer Technology
- Electronics Technology
- Business and Financial Management
- Hospitality Management
- Marine Propulsion Technology
- Nursing Technology (R.N.)
- Secretarial
  - Executive
  - Legal
  - Medical
- Small Business Management

Certificate Programs

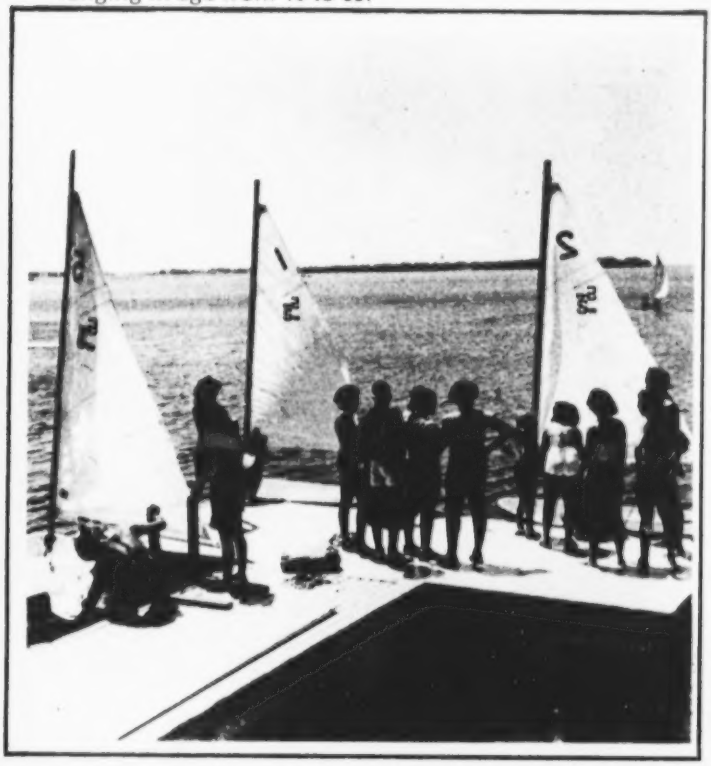
(one-year programs designed to prepare a student to enter the job market quickly with employable job skills)

- Secretarial/Clerk Typist
- Small Business Management

Students at FKCC benefit from small class size and a personalized educational experience. The average class size is 18, fostering development of a strong rapport between teachers and students.

How To Enroll

Florida Keys Community College welcomes students of any race, color, sex, creed, national origin or handicap. The current student population consists of individuals ranging in age from 16 to 85.



Students can enroll full or part-time in two major terms beginning late August and early January. There are also two shorter summer terms.

To be eligible for admission as a degree or certificate-seeking student, an applicant must hold a secondary school diploma or the equivalent (High School Equivalency Certificate or General Education Development Diploma).

To be eligible for admission as an unclassified student taking transferable courses, the student must present proof of high school completion before the end of their second semester at FKCC.

An early admissions program is designed for eligible high school juniors and seniors, and a special tuition waiver is available to Florida residents 60 years of age or older.

Easy-to-fill-out application forms are available through the Admissions Office.

Admissions Office
Florida Keys Community College
#1 College Road
Key West, Florida 33040
(305) 296-9081

Tuition and Fees

Florida Keys Community College provides a quality educational experience at a very reasonable cost. There is no better bargain in education today. A one-time $15.00 application fee for new students is collected at the time of registration.

Matriculation Tuition (Credit Hour Fees)

	Matriculation Fee Per Credit Hour	Tuition Fee Per Credit Hr.	Total Matriculation Tuition Fee per Credit Hr.
Florida Residents*	$19.00	—0—	$19.00
Out-of-State Residents*	19.00	$22.00	41.00
Senior Citizens	**	—0—	**

**Information is subject to change without notice.*
***Waiver subject to space available.*

A small laboratory fee for supplies is also assessed in certain courses with a laboratory period.

There Is Financial Aid

The gap between what the student can contribute and actual educational expenses can be fulfilled by one or more forms of financial aid.

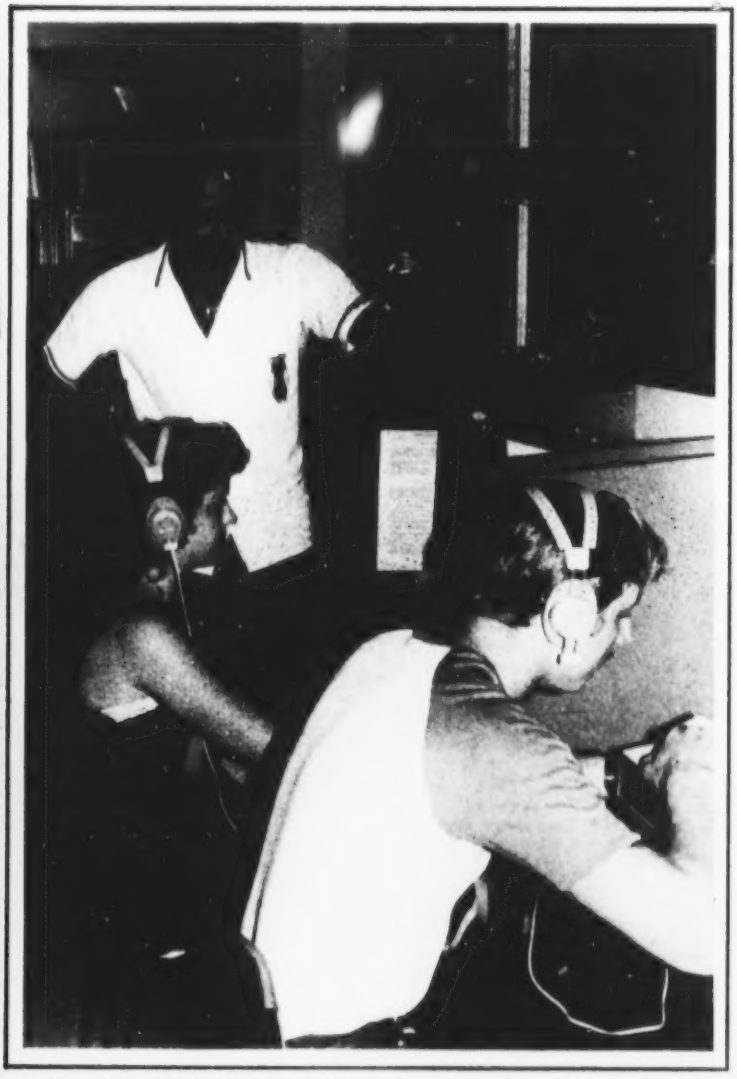
Over one-fourth of the students at FKCC utilize some form of financial aid. You too, may qualify. Contact the financial aid office to find out if you are eligible for:

— College Work Study — Grants — Scholarships
— Loans — Military Tuition Assistance — Veterans Benefits

Student Services

Student Services are emphasized at Florida Keys Community College. Counselors are available in the Counseling Center during both day and evening hours. They can assist you in fulfilling your educational, personal and vocational goals.

An opportunity for self-directed career exploration is available in the Career Lab, a multimedia facility.



A variety of student activities take place throughout the year which foster personal development and enhance the rapport between faculty, staff and students. Campus activities include dances, picnics, guest lectures, human potential retreats and many special events.

Students also receive discounts on tickets to the performing arts events held throughout the year in our Tennessee Williams Fine Arts Center.

Florida Keys Community College

is the "College of the Keys"

Florida Keys Community College is a public, two year institution serving the educational and vocational training needs of Monroe County. The main campus is located on Stock Island in Key West; there are branch campus centers at Marathon and Coral Shores high schools. The college offers occupational/technical, college transfer, continuing education and community services programs. Courses are available during the day and in the evening on the main campus and in the evening at the centers. The college also offers courses by television and by newspaper for extended home learning.

For further information, write or call:

In Key West
Admissions Office
Florida Keys Community College
Stock Island
Key West, Florida 33040
(305) 296-9081

In Tavernier
Program Coordinator
FKCC Coral Shores Center
P.O. Drawer D
Tavernier, Florida 33070
(305) 852-8007

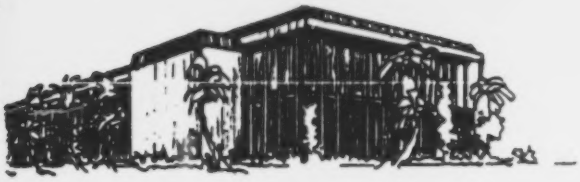
In Marathon
Program Coordinator
FKCC Marathon Center
P.O. Box 1178
Marathon, Florida 33050
(305) 743-2133

Office of Community Services
602 Duval Street
Key West, Florida 33040
(305) 294-8481

See us today...
Have a better tomorrow.

Equal Opportunity / Equal Access / Affirmative Action College

APPENDIX # 10



Florida Keys Community College
KEY WEST, FLORIDA 33040 (305) 296-9081

WILLIAM A. SEEKER, PRESIDENT

February 26, 1986

Dear Students & Soon-To-Be-Graduates:

I am pleased to welcome you to Florida Keys Community College's Annual Job Fair. By being in attendance today, you have shown a serious commitment to your education and to your future. I commend you on your decision.

Today is all about just that: YOUR FUTURE. We encourage you to explore your options and to investigate what careers are available to you. Here at Florida Keys Community College, you have laid the foundation and achieved the skills to carry you into a job. It is up to each of you to put these skills into practice. The Job Fair will be a valuable aid in this process.

We continually strive to improve services to our students and welcome your feedback on how we can best meet your needs. Let us know what has been valuable to you, your suggestions and criticisms too. With your help, the Job Fair next year can be an even greater success.

I wish you the best of luck today with your job search, in your education at FKCC and in your future endeavors.

Sincerely,

W A Seeker

William A. Seeker
President

dh

JOB FAIR
STUDENT EVALUATION

Please respond briefly to the following questions:

1. Was sufficient notice given prior to the Job Fair? YES____ NO____

   How did you learn about the Job Fair?

   Voices _____ Posters _____ Other _____

   Instructor _____ Word of mouth _____ _____

2. Did you feel prepared to talk with the employers? YES____ NO____

   Did you have any needs which were not met in regards to seeking job information, interviewing, etc.?

   _____

   _____

   How did you make use of the employers?

   _____ Career exploration/information

   _____ Actual job hunting

   _____ Other_____

3. Was the location and set-up of the Job Fair adequate? YES____ NO____

   Was it clear which employers were represented and were they easy to get to? YES____ NO____

   _____

4. Were the number and types of employers what you expected? YES____ NO____

   Do you have any suggestions on others we could invite next year?

   _____

   _____

5. Did you hand out any resumes or fill out applications? YES____ NO____

   If YES, how many: Resume(s)_____ Application(s)_____

   Do you feel that you made any important contacts today? YES____ NO____

   Did you find a job? YES____ NO____

6. Do you feel there was adequate faculty participation? YES____ NO____

   Was their presence helpful _____ Not helpful ____ ?

7. Would you be interested in attending the Job Fair next year? YES___ NO___

   Would you recommend it to other students? YES____ NO____

ADDITIONAL COMMENTS:_____

_____

Participant Information: Age _____ H.S. Student? YES____ NO____

College student? YES____ NO____ F-T____ P-T____ Graduation date_____

Program:_____ Name (optional)_____

PLEASE RETURN BEFORE LEAVING THE JOB FAIR. THANK YOU FOR YOUR PARTICIPATION!

2/86 dh

JOB FAIR
EMPLOYER EVALUATION

Please respond briefly to the following questions:

1. Was sufficient advance notice given of the Job Fair? YES____ NO____
   Was the information accurate and helpful? YES____ NO____

   Comments:_____

   _____

2. Was the location of the Job Fair and your area set-up suitable to your needs? YES____ NO____

   Comments:_____

   _____

3. Did the hours of the Job Fair allow you sufficient time to meet with interested students? YES____ NO____ Was it too long____ short____?

   Comments:_____

   _____

4. Did the students you met live up to your expectations? YES____ NO____
   How many did you talk with and what programs did they represent?

   _____

   _____

   _____

5. Was the overall organization of the Job Fair handled well? YES____NO____
   Would you be interested in participating next year? YES____ NO____

   Comments:_____

   _____

6. Do you have any suggestions or ideas for improving the Job Fair next year?

   _____

   _____

   _____

Any additional comments?_____

_____

_____

_____

Name & Company (optional)_____

PLEASE RETURN BEFORE LEAVING THE JOB FAIR. THANK YOU FOR YOUR PARTICIPATION!

2/86 dh

APPENDIX # 13

UPCOMING COURSE OFFERINGS

"WHY SHOULD I HIRE YOU?"

Could you answer this question if you were interviewing for a position and get the job?

If you're not sure you could, then sign up for "JOB SEEKING SKILLS" to perfect your techniques.

This is a one credit mini-course beginning Monday, February 17th and ending April 7th. It will be held from 6:30 - 8:30 pm and you can sign up now in the Registrar's office.

This course will help you formulate a job search plan, find job leads, create a resume that will help you get an interview and will help you get through the interview with flying colors.

The course is open to all students. Those students who are graduating soon are especially encouraged to enroll. This is a great opportunity to prepare yourself for the exciting world of work!

****

"THE BRAIN AND MIND"

The most recent breakthroughs in mind and brain research will be explored in a new eight-week psychology course at Florida Keys Community College.

FKCC psychology instructor Bill Rowe will address fascinating new discoveries in the field of psychobiology and the major evolutionary changes the human brain has undergone from early man-apes to present. "Researchers have come very close to cracking the code of the brain and lending fascinating new insight into the field of psychology," Rowe said.

His course will analyze the effects that drugs and stress have on the brain, biological rhythms and drives, the biology of mental illness and the brain's role in memory, language and consciousness.

PSY 2930 "The Brain and Mind" will meet Mondays and Wednesdays 1-3 pm., February 24 to April 16. The course carries two units of college credit.

Call the FKCC's Registrar's Office at 296-9081 for registration information.

****

FLORIDA KEYS COMMUNITY COLLEGE
KEY WEST, FLORIDA 33040 (305) 296-9081

February 3, 1986

Dear Student:

Recently you filled out a "Student Needs Inventory" and expressed interest in obtaining assistance with aspects of job hunting.

I am writing to invite you to enroll for a one credit "mini-term" course called "JOB SEEKING SKILLS" which will thoroughly cover the areas related to your job search. Some of the topics include developing a job search plan, finding job leads, resume writing and developing your interviewing skills.

The course will begin Monday, February 17, 1986, and will end April 7th. The class will be held from 6:30-8:30 p.m., and will be taught by Mr. Neal Graham from the Counseling Center. Registration is going on now in the Registrar's Office.

An added bonus to this course is the Job Fair planned for February 26th. This will be an especially good time to meet with prospective employers from Key West, Monroe County and mainland Florida to try out your newly refined job search skills.

I strongly encourage you to enroll in this valuable course. If for some reason you cannot enroll and would like assistance with your job search, please let me know, and perhaps I can help you on an individual basis.

Sincerely,

Jane P. Cartwright
Coordinator of Placement
& Special Support Services

dh

Card Shores Center at Tavernier, Florida
(305) 852-8007

Marathon Center at Marathon, Florida
(305) 743-2133

"EDGE OF THE KEYS"

Dear Applicant for Graduation:

We at Florida Keys Community College are sincerely interested in the quality of your educational experiences while attending FKCC. We are asking that you complete the attached Exit Interview and Academic Advisor Evaluation as a part of the graduation process. Please be candid with your responses since we can only improve from your honest feedback. All responses will be kept in the strictest of confidence.

Please note that we ask for a permanent mailing address through which you could be reached a year from now, since we are required to report the placement of our graduates to the State. Our ability to locate you and your response has a great influence on our ability to continue programs.

Thank you in advance for your time and thoughtful comments.

Sincerely,

Patti Anderson

Patti Anderson
Dean of Student Services

dh

FLORIDA KEYS COMMUNITY COLLEGE
EXIT INTERVIEW

NAME_____ DATE_____ DEGREE_____
PLEASE PRINT

1. Did FKCC live up to your expectations? YES____ NO____ If NO, give reason(s):

2. Have you had any memorable experiences at FKCC? YES___ NO___ Explain:

3. What pressures have you felt and how have you coped?

4. Have faculty and administration been responsive to your needs? YES___ NO___
Explain:

5. If you could give the FKCC president one piece of advice, what would it be?

6. What are your plans following graduation?_____

7. Could you give us a permanent mailing address through which you could be reached a year from now? (Suggestions: Relative, Close Friend)

PLEASE USE ADDITIONAL PAPER IF NECESSARY. THANK YOU FOR YOUR TIME SPENT ON THIS.

(PLEASE COMPLETE BOTH SIDES OF THIS FORM)

dh
8/85

ACADEMIC ADVISOR EVALUATION

(AS & Certificate Recipients)

In an effort to improve the quality of our academic advisement system at Florida Keys Community College, we ask that you assess your advising experience while you attended here. Please respond to the statements below by circling the appropriate letters at the right.

I met with my advisor approximately ____ times.

	Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree
1. My advisor was readily available to talk with me, with regularly scheduled office hours.	SA	A	U	D	SD
2. My advisor was familiar with required courses and prerequisites for my program.	SA	A	U	D	SD
3. My advisor was aware of the course offerings in my program each term.	SA	A	U	D	SD
4. My advisor assisted me in choosing courses which will best prepare me for my future educational and career plans.	SA	A	U	D	SD
5. My advisor explained employment opportunities in my field or referred me to someone who could assist me.	SA	A	U	D	SD
6. My advisor was well-prepared for each meeting.	SA	A	U	D	SD
7. My advisor was actively helpful and genuinely concerned about my welfare.	SA	A	U	D	SD
8. I felt that I could share problems that I encountered with my advisor.	SA	A	U	D	SD
9. My advisor seemed to respect my feelings and opinions.	SA	A	U	D	SD
10. My advisor permitted me to make my own decisions.	SA	A	U	D	SD
11. I enjoyed meeting with my advisor.	SA	A	U	D	SD
12. I would recommend my advisor to another student.	SA	A	U	D	SA

Comments regarding your advising experience: _____

Your Advisor's Name: _____ Your Major: _____

dh

(PLEASE COMPLETE BOTH SIDES OF THIS FORM)
THANK YOU!

I could use help on the following:

_____ What kinds of jobs to apply for.

_____ Developing job leads.

_____ Developing a job search plan.

_____ Keeping track of job search plan.

_____ How to contact an employer.

_____ Filling out application forms.

_____ Creating a resume.

_____ Writing a cover letter.

_____ Who to use for references.

_____ What to wear to an interview.

_____ Behavior during an interview.

_____ Answering difficult questions.

_____ Answering open-ended questions.

_____ Responding to personal questions.

_____ What employers look for.

_____ What to ask an employer.

_____ Expressing interest in a position.

_____ Writing a follow-up letter.

_____ What to consider in a job offer.

_____ How to choose between job offers.

_____ Accepting a job offer.

_____ Keeping spirits up during a job search.

NAME_____Phone #_____

ADDRESS_____

_____

FLORIDA KEYS COMMUNITY COLLEGE
KEY WEST, FLORIDA 33040 (305) 296-9081

Dear Graduation Candidate:

"What am I going to do after graduation?"
"Where should I look for a job?"
"Do I need a resume?"
"What do I wear to an interview?"
"How will I know which job to take?"

Do you find yourself asking these same questions and then some? We at Florida Keys Community College know that job hunting can be confusing and at times scary. However, a new program has been created to assist you in preparing for your future world of work.

Please contact me, Jane Cartwright, in Student Services and we can work together to obtain the job you want.

I'm looking forward to seeing you soon.

Sincerely,

Jane Cartwright
Coordinator of Placement
& Special Support Services

dh

Card Sharps Center at Tavernier, Florida
(305) 852-8007

Marathon Center at Marathon, Florida
(305) 743-2133

APPENDIX # 18

PLACEMENT STATUS OF GRADUATES

1984 - 1985

	A.A.		A.S.		CERTIFICATE		TOTAL	
Employed in Field	7	12%	36	60&	3	50%	46	37%
Employed Outside of Field	4	7%	3	5%	--		7	6%
Military	1	2%	10	17%	1	17%	12	10%
Continuing Education	44	76%	7	11.5%	--		51	41%
Status Unknown	2	3%	4	6.5%	2	33%	8	6%
TOTAL	58	100%	60	100%	6	100%	124	100%